

DEPARTMENT OF SOCIAL SERVICES
EXTENDED - JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
DIVISION OF HUMAN RESOURCES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: August 6, 2014

Closing Date: August 13, 2014

The Department of Social Services is seeking a Principal Human Resources Specialist for the Labor Relations Unit who will assume primary responsibility for facilitating the agency's statewide labor relations. This position will be based at our Hartford Central Office reporting directly to the Human Resources Manager, and will be required to travel throughout the state of Connecticut to Department of Social Services sub-offices as well as other administrative state agencies.

Open To: The Public and State Employees

Location: 55 Farmington Avenue, Hartford, CT

Job Posting No: Principal Human Resources Specialist – Labor Relations

Position Number 33792 & 32587

Hours 40 Hours Per Week

Salary Range: MP-63 \$80,261 - \$109,428

Note: *Applicants must have taken and passed the current state of CT examination for Principal Human Resources Specialist. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.*

Essential Responsibilities:

Develops or assists in development, coordination and implementation of Labor Relations policies and procedures; conducts a variety of investigations and recommends appropriate actions; interprets collective bargaining agreements; advises executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures; administers progressive discipline; represents agency at hearings or most complex grievances; serves as a member of labor contract negotiating teams; ensures compliance with equal opportunity, union contracts and state policy and procedures; partners with and advises agency administration staff. Teams with agency staff to ensure human resource alignment with organizational strategies and goals; consults with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; analyzes and resolves complex situations and issues; prepares or directs preparation of reports, manuals and correspondence; may implement and/or facilitate an agency wide Labor Relations training; may serve on reclass grievance panels; may prepare and ensure compliance with agency affirmative action plan; may administer agency employee assistance program and recommend counseling to employees; incumbents in this class will be required to travel to all regional DSS offices on an as-needed basis; performs related duties as required.

Minimum Qualifications:

Considerable knowledge of public human resources administration including classification, compensation, career counseling and employee relations; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of labor relations; knowledge of and ability to apply management principles and techniques; knowledge of occupational safety and health; knowledge of and ability to apply organizational development principles and practices; knowledge of payroll regulations, procedures and operations; knowledge of equal opportunity policies and procedures; considerable interpersonal skills; considerable oral and written communications skills; considerable negotiation and conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies, and collective bargaining agreements; considerable ability to counsel employees; ability to effectively serve as an advocate; supervisory ability. Extensive knowledge of and ability to apply management principles and techniques, experience with public human resources administration; and considerable knowledge of relevant state and federal laws, statutes and regulations is critical.

Preference is given to candidates with proficiency in the navigation and use of Connecticut's CORE-CT Human Resources Management System (HRMS), Microsoft Suite (Word, Excel, PowerPoint and Access) and the ability to conduct and write complete, thorough investigations. EPM reporting module knowledge is a plus.

Experience and Training:

General Experience:

Eight (8) years professional experience in human resources management.

Special Experience:

One (1) year of the General Experience must have been at the full working level in human resources management. For state employees this is interpreted at the level of Human Resources Specialist or Human Resources Consultant 2.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees one (1) year as a Human Resources Specialist or Human Resources Consultant 2 may be substituted for the General and Special Experience.

Special Requirements:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Incumbents in this class are required to travel.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). (State employees must submit their two (2) most recent Performance Appraisals and Attendance Records from July 2012 to present in lieu of references). Please **e-mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters to:

**State of Connecticut
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
Attn: Christine S. Martin – Human Resources Division
E-mail: Christine.S.Martin@ct.gov**

APPLICATIONS MUST BE RECEIVED BY WEDNESDAY AUGUST 13, 2014

APPLICANTS WHO APPLIED TO LAST WEEK'S POSTING NEED NOT REAPPLY.

Late or incomplete applications will not be considered.

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.